



**DATE:** March 19, 2024  
**TO:** Michelle Kennedy, Director of Housing & Neighborhood Development  
**FROM:** Internal Audit Division  
**SUBJECT:** Room at the Inn, Incorporated – FY 2021-2022  
(No Response Required)

The Internal Audit Division has performed our annual monitoring of the Room at the Inn, Incorporated (“Agency”), which received a Homelessness Prevention Services Allocation in the amount of \$25,000 from the City of Greensboro (“City”) during the 2021 to 2022 compliance year.

**The Transitional Shelter Operations Allocation** in the amount of \$25,000, which was comprised of funds from the Community Development Block Grant (CDBG) designated as number B-21-MC-37-0007, was awarded to the Agency to help provide certain essential services to homeless individuals within the City. The Agency operates housing (Nussbaum Maternity Home) and programs for homeless, single, pregnant women, and single mothers with children, offering them opportunities to have new lives of healthy, hope-filled independence. Eligible costs allocated were as follows: personnel (\$16,300), food/household supplies (\$3,000), utilities (\$1,400), facility maintenance (\$4,000), and communications (\$300).

All funds allocated to the program were fully expended within the compliance year.

We examined selected financial transactions and program documentation maintained by the Agency for compliance with the contract. Based on our review, it appears that the funds have been spent according to the terms of the agreement, without exception.

We would like to thank the Vice President/Chief Administrative Officer, Edith Clifford, for providing us the documentation needed to complete this review. If there are any questions or comments concerning the details of this review, we can be reached at 373-4528.



Tina McKoy  
Internal Auditor



Len Lucas  
Internal Audit Director

Cc: Larry Davis, Assistant City Manager  
Nasha McCray, Assistant City Manager

Cyndi Blue, Assistant Director of Housing & Strategy, Housing & Neighborhood Development  
Caitlin Bowers, Neighborhood Investment Manager, Housing & Neighborhood Development  
Charla Gaskins, Business Services Analyst, Housing & Neighborhood Development  
Elizabeth Alverson, Supportive Housing Analyst, Housing & Neighborhood Development  
Anna Blanchard, Housing Analyst, Housing & Neighborhood Development  
O. Albert Hodges, President and CEO, Room at the Inn, Incorporated  
Edith Clifford, Vice President/Chief Administrative Officer, Room at the Inn, Incorporated



**GREENSBORO**  
Housing & Neighborhood  
Development

September 19, 2022

Albert Hodges  
Room at the Inn, Inc.  
734 Park Ave.  
Greensboro, NC 27405

Dear Albert Hodges:

The City of Greensboro's Housing & Neighborhood Development Department is issuing this report based upon the monitoring function for the subrecipient agreement (#2021-5205) between The Room at the Inn, Incorporated and the City of Greensboro to provide shelter services for pregnant women and children at the Nussbaum Maternity House. The scope of the compliance monitoring addresses a desk review of cost allowability and program requirements.

The purpose of this monitoring is to determine compliance with agreement requirements and CDBG rules, regulations, and funding requirements during fiscal year 2021-2022. On September 16, compliance monitoring of program requirements was completed. Enclosed you will find the City of Greensboro's Fiscal Year 2021-2022 compliance monitoring review for the Nussbaum Maternity House which documents the details of the review. There were no findings or concerns resulting from this monitoring review, therefore an official response is not required. If Room at the Inn, Incorporated would like to submit a response, the response should be submitted in writing to Charla Gaskins within 14 days of this letter.

As a reminder, all project files are to be maintained for a period of seven years from the final payment under the agreement.

Sincerely,

Handwritten signature of Charla Gaskins in cursive.

Charla Gaskins  
Federal Compliance Coordinator

Handwritten signature of Michelle Kennedy in cursive.

Michelle Kennedy  
Director

Attachment

cc: Nasha McCray, Assistant City Manager  
Larry Davis, Assistant City Manager  
Elizabeth Alverson, Homeless Prevention Program Coordinator, Housing & Neighborhood  
Development

Caitlin Bowers, Community Development Analyst, Housing & Neighborhood Development  
Tina McKoy, Internal Auditor, Executive  
Edith Clifford, VP Administrative Operations, Room at the Inn  
Noah Carter, Board Chair, Room at the Inn

**City of Greensboro  
Neighborhood Development**



**COMPLIANCE DESK MONITORING REVIEW FOR SHELTER**

Subrecipient: Room at the Inn, Incorporated

Compliance for FY: 2021-2022

Funding Source: CDBG

Date of Desk Review: 9/16/22

Reviewer: Charla Gaskins

QUESTIONS	YES	NO	N/A	NOTES
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<b>A. ELIGIBILITY</b>				
1.	Was the activity classified as a presumed benefit? [24 CFR 570.208(a)(2)(i)(A)]	X		
2.	Were activities consistent with the City's 2020-2024 Consolidated plan?	X		
3.	Did an inspection report reflect that the shelter met the minimum safety and sanitation standards?		X	Per the agreement, shelter inspections are required at the beginning of the fiscal year. The shelter passed fire and sanitation inspections that were conducted throughout the year. The shelter passed a shelter inspection on 11/29/21. This was noted in the FY 20-21 monitoring report for shelter activities; no findings or concerns issued. Staff should plan to have inspections completed at the beginning of the fiscal year that is funded.

<b>B. COST ALLOWABILITY</b>				
1.	Were expenditures necessary and reasonable for proper and efficient administration of the program? [24 CFR 85.22 and 2 CFR Part 225, Appendix B]	X		
2.	Were expenses eligible for the program? [2CFR Part 225, Appendix B]	X		
3.	Were funds used for the costs of maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, supplies necessary for the operation of the shelter, and, when no appropriate emergency shelter is available, for hotel or motel vouchers for homeless families or individuals?	X		

QUESTIONS		YES	NO	N/A	NOTES
4.	Were funds used for the costs of improving knowledge and basic educational skills, including eligible services and activities, only when necessary for the program participant to obtain and maintain housing?	X			Staff should ensure that timesheets capture the activity being conducted. Entries labeled "other" should be limited.
5.	Were all purchases less than \$5,000	X			
6.	Were all funds expended by June 30th?	X			

C. SCOPE AND SERVICES RENDERED					
1.	Did the subrecipient meet or exceed the estimated number of people to be served?	X			An estimated 40 people were estimated to be served; 55 people were actually served.
2.	Did the subrecipient report program participant data in HMIS?	X			